



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/25/2014
CLOSING DATE: 8/6/2014

JOB TITLE: Subsidy Accountant I

RANGE: 9

DIVISION: Contract Administration

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Administer Section 8 Housing Assistant Payment (HAP) disbursements; process Section 8 payments; report non-compliance and rectify errors; forecast subsidy appropriations and monitor compliance with HUD regulations. Maintain financial records; review, analyze and reconcile monthly bank and investment statements; maintain sub-ledgers to post HUD receipts, supplemental receipts, administrative fees earned, interest income, and voucher disbursements; close monthly transactions and run appropriate reports. Calculate rent increases. Maintain HAP Expenses and Receipts Schedules; utilize schedules to develop Schedule of Federal Awards for purpose of additional analyses as required by U.S. Office of Management and Budget Circular A-133. Update and execute amendments to HAP Contracts and the Annual Contributions Contract. Maintain HAP Amendment Chart. Submit HUD financial reports. Assist the Director as required in completing special assignments.

MINIMUM REQUIREMENTS

EDUCATION/ EXPERIENCE:

Two (2) year college degree and five (5) years of relevant experience; or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.

SKILLS:

Knowledge of accounting principles; proficiency in Microsoft Office environment; ability to prepare financial statements. Ability to maintain a positive work atmosphere in an appropriate manner of behavior which ensures cooperation and effective communication with banks, public officials, management personnel, HUD officials and Auditors.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858; E-MAIL: HRJOBS@NJHMFA.STATE.NJ.US. THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES.